

State of Connecticut

GENERAL ASSEMBLY



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PERMANENT COMMISSION ON THE STATUS OF WOMEN

18-20 TRINITY STREET
HARTFORD, CT 06106-1628

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www.cga.ct.gov/PCSW

Part-time Administrative Assistant

The Permanent Commission on the Status of Women, a commission of the Connecticut state legislature, has an opening for a part-time administrative assistant. This person will provide general clerical assistance to the Policy and Special Projects Director and the Nontraditional Employment for Women Program Manager in fast-paced agency located in Hartford. Must be energetic, organized self-starter, able to work effectively with diverse individuals and groups. Good oral and written skills. Experience with Microsoft Word, Excel, Outlook and databases required. A high school diploma or equivalent, and minimum of one year secretarial experience required. Part-time, temporary position until June 30, 2006, 24-28 hours week.

By October 28th, send cover letter and resume to Doreen, Permanent Commission on the Status of Women, 18-20 Trinity Street, Hartford, CT 06106 or fax (860) 240-8314. PCSW is committed to workplace diversity. We are an affirmative action/EOE employer.